

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

STATEWIDE POSTING

APRIL 3, 2008

4 PAGES

Title:	Plumber	Position No.:	51230
Division:	Disability Services	Pay Grade:	B12
Location:	Environmental Services	Union:	Local 400
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	\$19.692 hourly	Supplement:	No

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. Friday, April 18, 2008. Applications may be faxed to 406-225-4414 or e-mailed to Cbirtcher@mt.gov. Completed applications may also be submitted to your local Job Service office.

SPECIAL INFORMATION: 7:00 a.m. to 5:00 p.m. Days off Saturday, Sunday, and Monday.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer, at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

TYPICAL DUTIES:

Under the general supervision of the Environmental Services Manager, this position inspects, installs, maintains, and repairs all plumbing, heating, kitchen, and laundry systems used to provide a safe, clean, and sanitary environment for the participants and staff and to aide in the conservation of valuable resources of water, natural gas and electricity. This position demands considerable knowledge of applicable codes, regulations and practical experience in the plumbing trade.

ESSENTIAL JOB FUNCTIONS:

- A. Installs all new plumbing materials and fixtures including but not limited to pipes, valves, drains, toilets, tubs, faucets, lavatories, sinks, fire hydrants, water coolers, dishwashers, heating and air conditioning equipment, and electronic and pneumatic temperature control system fittings used at Montana Developmental Center using approved plumbing codes, methods, and tools associated with the plumbing trade in a craftsman-like manner **30%**
- B. Maintains all plumbing systems including but not limited to Montana Developmental Center's utilities including the water distribution system.
 1. Completes inspection of all valves and waterlines, as needed.
 2. Repairs or replaces defective and worn out valves and sections of water lines, as needed.

ESSENTIAL JOB FUNCTIONS: - continued

3. Completes annual inspection of sewer system, flushes sewer lines as needed, repairs or replaces sewer lines as needed. Plumber may be called at any time to unplug main sewer lines.
 4. In conjunction with maintenance boiler operators inspects and repairs steam line distribution system by inspecting steam lines, valves and associated equipment for leaks and proper functioning.
 5. Maintains fire hydrants by flushing bi-annually and completing pitot readings to detect flow restrictions.
 6. Maintains pool equipment by inspecting heating system, pumping system, and the chemical injection system for proper operation, cleans and replaces worn or broken equipment and replaces CO2 bottles as needed.
 7. Maintains and installs underground lawn sprinkler system bi-annually by completing visual inspection of system, and replacing defective valves and pumping components. Winterizes system in the fall, and reinitializes system in the spring.
 8. Monitors and maintains emergency showers, and eyewash stations on a monthly basis by flushing, using planned maintenance, scheduled work orders, Plumbing Code requirements, test equipment, and tools associated with the plumbing trade.
 9. Maintains records required by Federal, State, or other agencies for systems under the plumber's care.
 10. Maintains and services water softeners, water heaters and water circulating systems on a regular scheduled basis to assure water quality and temperature are available to protect persons and equipment.
 11. May test and examine fire sprinkler systems at MDC for quarterly test inspections when certified to do so. 30%
- C. Using approved plumbing practices, repairs or replaces plumbing materials or fixtures such as plumbing lines, valves, sinks, toilets, steam traps, heating coils, faucets, drains, etc., that are not repairable, unsafe, do not meet codes or are no longer needed.
1. Completes necessary repairs or replacements in a timely and craftsman-like manner.
- D. Keeps and maintains files of relevant information pertaining to tools, supplies, and completes store orders for replenishment when necessary. **5%**
1. Monitors usage of supplies, tools and fixtures and reorders when needed.
 2. Reordering is completed in a timely manner.
- E. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- F. Works cooperatively and effectively with other staff.
- G. Within the limits of training and abilities, acts to protect facility clients from immediate harm in any observed or known perilous situation where the potential for injury or death is clear.
- H. Complies with HIPAA guidelines for Level 2 information - does identify the client and their basic demographic information. It does relate the type of services or date(s) of service and basic program information. Level 2 information would be the type contained in an eligibility file, name of services provided, or residence number.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

KNOWLEDGE: Journey level knowledge of the standard practices, methods, materials, codes, tools, and equipment of the plumbing trade. Knowledge of general maintenance techniques and some knowledge of electrical and carpentry is required.

SKILLS: Skilled in the use of all hand and power tools associated with the plumbing trade used for installation, maintenance, and repair. Tools skilled in include but are not limited to:

KNOWLEDGE, SKILLS AND ABILITIES DESIRED: - continued

Hand sewer auger	Power sewer jetter
Soldering equipment	Confined space safety equipment
Power pipe threader	Ladders
Hand pipe threader	Test equipment
Measuring devices	Trash pumps
Large gas powered sewer auger	Shovels
Electric power augers	Pick
Light truck	Blueprints
Instructions manuals	Repair manuals
Exploded views diagrams	Construction Specifications
Computer	

ABILITIES: Must have the ability to:

- 1) Read and interpret blueprints.
- 2) Read and in interpret specifications.
- 3) Perform physical demands of the job as outlined in Working Conditions & Physical Demands.
- 4) Operate and maintain hand and power tools, heavy and light duty equipment and machinery.
- 5) Work with hands in mechanically oriented situations following general instructions and utilizing operating and repair manuals.
- 6) Work following standard safe operating procedures.
- 7) Communicate effectively with others both verbally and/or in writing
- 8) Work cooperatively and effectively with others.
- 9) Make accurate estimates of time and material for a particular job.
- 10) Read and write, learn quickly, follow oral and written instructions, read parts lists and exploded views of equipment in order to specify parts needed for repair.
- 11) Work with interruptions and be very conscientious.
- 12) Obtain valid Montana Driver's License Class D.
- 13) Obtain Montana Journeyman Plumbing License if not licensed in the State of Montana.

EDUCATION AND EXPERIENCE REQUIRED:

The above knowledge, skills and abilities are typically acquired through a high school graduation, completion of a 5 year apprenticeship, or a minimum of 10,000 hours of experience in the plumbing trade and hold a current Plumbers License. Plumber must be capable of becoming certified as a Class 4 Operator of Water Treatment, Water Distribution and Waste Water Treatment from the Department of Health within one year of hire. May be required to certify in fire sprinkler testing, maintenance and repair.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a grade B12 on the state's general pay plan. Permanent, full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; reference checks and an extensive background check. Application materials required are:

1. Applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to Cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
2. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Application materials can be obtained from the Montana Developmental Center Personnel Office.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.